

Basic Skills Subcommittee

Co-Chairs: Paulette Hopkins, Becky Stephens and Stefanie Johnson Shipman

September 17, 2018

1:15 – 2:45 p.m., Rm. N-206

MINUTES

Voting Members: Paulette Hopkins (Co-Chair/Administrator), Adrian Gonzales (Administrator), Becky Stephens (Faculty Co-Chair/BSI Co-Coordinator), Stefanie Johnson Shipman (Faculty Co-Chair/BSI Co-Coordinator), Christopher Silva (Faculty, Developmental Math), Anne Gloag (Faculty, Developmental Math), Ken Reinstein (Faculty, Developmental English/ELAC), Denise Maduli-Williams (Faculty, Developmental English/ELAC), Randy Claros (Faculty, Counseling), Dave Clark (Faculty, Counseling), VACANT (Faculty, CE), Xi Zhang (Classified Staff), Reylyn Cabrera (Classified Staff), Meredith McGill (Classified Staff), Vacant (Student)

Staff/Resource: Jennifer Ock (Administrative Technician, Instructional Services)

Approved: October 1, 2018

Present: Paulette Hopkins, Adrian Gonzales, Becky Stephens, Stefanie Johnson Shipman, Anne Gloag, Ken Reinstein, Denise Maduli-Williams, Randy Claros, Dave Clark, Xi Zhang, Donnie Tran (proxy for Reylyn Cabrera)

Guests: Jesse Lopez, Lou Ascione

Absent: Meredith McGill

- I. **Call to Order:** The regular meeting of the Basic Skills Subcommittee was held on Monday, September 17, 2018 in Miramar College, Room N-206. The meeting was called to order at 1:17 PM by co-chair, B. Stephens, a quorum being present.
- II. **Approval of Agenda**
 - A. K. Reinstein noted to remove 'ESOL' and replace with 'ELAC'. R. Claros commented on removing 'G. Ramsey' from the Administrator position and adding 'A. Gonzales'. A motion to approve was raised by D. Clark and seconded by A. Gloag, unanimously carried to approve the agenda.
- III. **Approval of Minutes from August 20, 2018**
 - A. Omitted 's' in old business section.
 - B. A motion to approve was raised by P. Hopkins and seconded by K. Reinstein with B. Stephens abstaining. The vote was carried to approve the agenda.
- IV. **Old Business**
 - A. Committee composition, purpose, and procedures proposals update
 1. S. Johnson Shipman stated Academic Affairs will meet this Thursday, September 20, and therefore, the suggested changes (e.g. removing 'developmental' from position's title) has not been pushed forward to that committee yet. P. Hopkins suggested providing a heads up to Academic Affairs about such changes.
 2. In regards to membership, S. Shipman Johnson mentioned that Sean Young, the Classified Senate President Elect, stated in an email that the Basic Skills Committee does not have a Classified Staff

member. However, Meredith McGill, Reylyn Cabrera and Xi Zhang fulfill those positions. The committee will follow-up and provide clarification.

3. For the CE faculty position, J. Lopez stated Enrique Aispuro and Tonia Hertz are interested. The committee will follow-up with J. Lopez and Academic Senate.
4. M. Johnson did not attend spring 2018 term meetings and previous meeting (August 20, 2018). Therefore, the Student position is vacant. The committee will follow-up with Alana Bermodes.
5. A. Gloag mentioned C. Vallejo has a class conflict and therefore, cannot attend this fall 2018 term. The committee will follow-up with Academic Senate in regards to her position.

B. Budget Updates

1. S. Johnson Shipman reiterated that BBSOT grant is ending and the plan is to fund any relevant SSBS projects of BSSOT. Additional funding will be utilized for tutoring in the spring 2019. She suggested planning for tutoring project should begin soon.
2. B. Stephens gave a reminder to committee members that the budget number should be acquired from herself or S. Johnson Shipman for any spending in addition to either of their initials. They have asked the Business Office to not accept documentation if it does not have the initials.
3. Much of the funding has been moved to professional development and therefore, it should be related to basic skills or AB 705. The professional development paperwork should be finished and submitted by December with the appropriate initials. On-campus professional development can also be held for the benefit of faculty and staff. P. Hopkins and B. Stephens justified the need for pedagogy-related professional development due to the differences between the traditional student versus those who need more support for study skills. D. Maduli-Williams described the ongoing professional development across the colleges ever since the switch to ELAC (e.g. San Diego Miramar Writing Project and speaker at City). Next Friday, September 28, Writing Across the Disciplines will be held at City College with a focus on metacognition and reflection while a vocabulary building event will be held in Mesa. B. Stephens stressed the importance of tracking spending since all projects under committee members should be held accountable to what was originally asked.

C. Basic Skills Action Plan and Integrated Plan Update (SEA)

1. S. Johnson Shipman mentioned that T. Teresh spoke about the consolidation of BSI, SSSP and SEP. P. Hopkins confirmed that there has not been an update on the funding formula. She stated it is important all groups convene. A. Gonzales mentioned a Chancellor's workshop to be held on October 5 in San Diego in regards to the aforementioned matter. It will be forwarded to the co-chairs.
2. S. Johnson Shipman provided a slide showing the SSBS funding allocation for the 2017-2018 year and how the funding total is determined. A. Gonzales confirmed SEA and SSSP are funded differently. In terms of funding distribution, the District may take a portion for itself and the remaining will be distributed among the colleges. Miramar College will advocate for at least receiving what was given before. Furthermore, an equity plan will not be submitted; rather, data driven reports will be. However, there is an internal distribution formula at the District level. When creating a student equity plan, data changes and thus, the DI changes. X. Zhang mentioned the state is moving towards that direction with two papers referencing a simplified matrix. Also, the equity plan is no longer stand-alone with the focus on 6 DI populations. The State Chancellors' office hired consultants in 2018 and, hopefully, it will simplify report and data gathering; A. Gonzales noted in terms of the funding formula, it takes into consideration all students and specific populations.

V. New Business

A. Planning for Project Presentations update

1. S. Johnson Shipman stated presentations are done each fall. The left hand column within the Project Presentations slide had been approved in spring 2018. They are slightly formal but not full 30-minute presentations. Each presentation should consist of two slides with a significant component each person is tackling in addition to any problems. S. Johnson Shipman would like to learn more about writing assessment, basic skills research project, and SI training. R. Claros would like to hear more about the data and research aspects. X. Zhang suggested that besides looking at the initial report, a report on the

funding you received can be incorporated. A presentation of the different data sets in terms of quality and effectiveness can be demonstrated to show what strategies, programs, etc. work. D. Clark suggested hearing about the paired classes for English and Math while A. Gloag suggested collecting data (e.g. the students' majors).

2. The committee agreed to the following plan for project presentations:

a) October 1: writing assessment, English 265C SIs, Math 96x (PDs and SIs), Math activities, SI training

b) November 5 : Basic Skills research, English center, Math Lab

3. For the October 15 Best Practices session, A. Gloag and D. Maduli Williams will present the agenda, minutes, and other business-related topics. Denise suggested the event should be open to all campuses. D. Clark suggested a universal design format with more presenters and shorter, timed presentations. R. Claros suggested a poster session in the format of a roundtable in which people can choose which representative to speak to. B. Stephens suggested including a short introduction on each section before the poster sessions. Title suggestions were shared and committee members agreed to, 'Marketplace of Interactive Teaching Strategies'.

B. Professional development opportunities and reports

1. S. Johnson Shipman requested a list of relevant events, conferences, speakers, etc. in addition to updates. X. Zhang described the Strengthening Student Success Environment conference which will take place from October 3-5, and all faculty, staff, and researchers are allowed to attend. J. Lopez mentioned a few CE faculty will be attending. D. Tran will be attending the SI training in November.

VI. Other

A. AB 705 Update

1. S. Johnson Shipman stated the AB 705 update should have been a standing item but had forgotten to place on the agenda. Committee members shared what had happened at the Districtwide Assessment Committee meeting. ENGL 42, 48, and 49 will be kept while ENGL 265C is still under review. The English department voted to continue the existing ENGL 31 with Carmen Jay spearheading the activation. B. Stephens mentioned MATH 96 is not transfer level but CE students need it. A. Gloag stated the Math department is planning to offer MATH 116 and 119. However, MATH 104 is different since it is part of the STEM path. Mesa and City Colleges options were described (e.g. MATH 104x, 119 and 15c while City is attempting to make MATH 109 but with a prerequisite). B. Stephens believes the changes for transfer-level courses cannot be made on time for AB 705 deadline implementation.
2. D. Maduli-Williams and L. Ascione shared that ELAC had a workgroup forge a path for CE to credit-level. The meeting went well, and CE had been well prepared and cooperative. There were some concerns about the rigor and content of the CE tests. The research shows migrating from CE to the credit side has been positive. D. Maduli-Williams stated the groups agreed to take the pathway back to the department and implement it. L. Ascione reported that a questionnaire is in the works. P. Hopkins suggested inviting Duane Short and Mara Palma Sanft to other departmental meetings.

VII. Adjournment – A motion to adjourn the meeting was made by X. Zhang and seconded by R. Claros, unanimously carried to adjourn the meeting. The meeting ended at 2:33 PM.

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